# DATE: August 26, 2013 MEMORANDUM

**TO:** All Members of the Medical Staff

**FROM:** James Benoit, M.D., Chief of Staff

**RE: Medical Staff Bylaws Requirement – Active, Senior Active & Courtesy Staff – Point System**

This is to inform you that beginning **May 1, 2014** we will begin to enforce the new Point System requirement to maintain Active, Senior Active and Courtesy Staff Status.

**Points Requirement for Active & Senior Active Staff**

All Active and Senior Active Staff are required to have a minimum of six (6) points in a two year period. Out of the total 6 points required, 1 point must be obtained under the patient contacts requirement and 1 point must be obtained under the Committee Meeting Attendance requirement.

**Examples For Active & Senior Active Staff**

* **Low Activity:** Physician performed 1 H&P in the last two years and attended 2 General Staff Meetings. 1 H&P = 2 points/2 General Staff Meetings = 4 points for a total of 6 Points to remain on Active Staff or Senior Active Staff. This can be accomplished during the physicians two years prior to their upcoming reappointment.
* **High Activity:** Physician performed over 60 procedures in the last two years = 4 points/ attended 1 General Staff Meeting = 2 points for a total of 6 Points to remain on Active or Senior Active Staff.

**Points Requirement for Courtesy Staff**

All Courtesy Staff are required to have a minimum of two (2) points during a two (2) year period. Exception for good cause may be made by Credentials Committee.

**Examples For Courtesy Staff**

* Physician consulted on 1 patient in the last two years and attended no meetings = 2 points to remain on Courtesy Staff.
* Physician attended 2 Department meetings or 1 General Staff Meeting = 2 points to remain on Courtesy Staff.

**Rational/Logic for requiring the point system:** The reason why the point system was developed was to establish minimum criteria for Active and Senior Active Staff to meet that demonstrates they are either actively involved in Medical Staff meetings and/or actively practicing in the hospital in order to be given the rights to vote on Medical Staff activities.

A survey was conducted involving Orange County Hospitals which resulted in most hospitals requiring Active members to attend at a minimum 50% of their Department meetings and at least one General Staff meeting annually in order to maintain Active Staff Status. The new point system was determined to be much easier to meet. Furthermore, attendance at some of the Medical Staff meetings has declined over time. In efforts to try and ensure our Active physicians are demonstrating engagement, the new point system is a small effort toward this goal.

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**Below is a FAQ to assist you with possible questions and answers regarding compliance with the point system.**

|  |  |
| --- | --- |
| ***Q: How many meetings do I need to attend?*** | ***A: It depends on your patient contacts and which staff status.*****Active & Senior Active require:**  at least 1 point is required in the meeting attendance bucket. All members of the Medical Staff are assigned to a Department. Department meetings are scheduled to meet 5 times a year. If you attend 1 of the 5 meetings you receive 1 point. If you attend 2 of the 5 you receive 2 points. If you attend 3 or 4 of the 5 you receive 3 points. If you attend 5 of the 5 you receive 4 points. Physicians can also attend the General Staff meetings. If you attend one General Staff meeting you receive 2 points if you attend 2 General Staff meetings you receive 4 points.**Courtesy require:** 2 points in the meeting bucket would meet your overall requirement to maintain Courtesy Staff Status. Attending 1 General Staff meeting within the 2 year reappointment cycle will meet this requirement. |
| ***Q: How many patient contacts do I need to have?*** | ***A: It depends on your staff status. Active & Senior Active***: at least 1 point is required in the patient contact bucket. You only need to do 1 H&P or 1 Consult to receive 2 points. If you are actively practicing at the hospital and have over 50 patients you will be granted 5 points. |
| ***Q: What if I don’t attend any meetings or have any patient activity?*** | ***A: You would not qualify for any points.*** A staff category to consider would be Community Supportive which allows you membership on the Medical Staff with no privileges. |

As a self-governing organized Medical Staff we have been delegated by the Board of Trustees, oversight of the quality of care, treatment, and services provided by practitioners through the medical staff process. Your Department meetings, Quality Review Committees, Medical Staff Committees are the forum for our physician membership to exercise this privilege of oversight in our goal to provide excellence in the care needed to our individual patients. I challenge you all to begin taking advantage of this very special privilege and begin to attend your assigned Department/Committee meetings.

Please visit the Medical Staff website at [www.sjmedstaff.org](http://www.sjmedstaff.org) to view a list of the upcoming Medical Staff meetings. Below is the point system requirement which is also posted under the Policy and Procedure tab on the Medical Staff Website. If you would like to know the status of your points, please contact Medical Staff Services at 714-446-2573.

If you would like to discuss this topic further please reach out to your respective Department Chair, Officer, or myself and we would be happy to assist in any way we can.

Very truly yours,



James Benoit, M.D.

Chief of Staff

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**POINT SYSTEM**

The Point System only applies to Active, Senior Active and Courtesy Staff members.

**QUALIFICATIONS**

**Active & Senior Active Staff**

Members of the medical staff who currently hold or seek to hold the category of Active or Senior Active status are required to have a minimum of six (6) points in a two year period. Out of the total 6 points required 1 point must be obtained under the patient contacts requirement and 1 point must be obtained under the Committee Meeting Attendance requirement.

**Courtesy Staff**

Members of the medical staff who currently hold the category of Courtesy Status are required to have a minimum of two (2) points during a two (2) year period. Exception for good cause may be made by Credentials Committee.

**Zero Points**

If an Active, Senior Active, Courtesy member does not attend any meetings and has no patient contacts as defined they will be ineligible to be granted any points.

**PATIENT CONTACTS**

In order to qualify for the points noted below the following patient contacts can be counted: Admissions, Attending, Consultations, Surgeries/Procedures (primary or first assistants), History and Physicals and Discharge Summaries.

|  |  |
| --- | --- |
| Number of Patient Contacts | Points |
| 1- 9 | 2 |
| 10-25 | 3 |
| 26-50 | 4 |
| 51+ | 5 |

**COMMITTEE MEETING ATTENDANCE & PARTICIPATION**

In order to qualify for the points noted below the following attendance at Committee, Department or the General/Annual Staff meetings qualify for points as noted below:

|  |  |
| --- | --- |
| Committee Meeting Attendance | Points |
| At least 1 attended meeting or 25% attendance of meetings held. | 1  |
| 50% attendance of meetings held. | 2 |
| More than 50% attendance of meetings held. | 3 |
| 100% attendance of meetings held. | 4 |

**PROCTORING OR RETROSPECTIVE PEER REVIEW**

One point may be allowed during each two year period for all staff categories for proctoring or retrospective peer review.

**RESPONSIBILITIES**

It is the responsibility of the applicant to supply documentation of the first six (6) qualifying points for Active Category or the first two (2) qualifying points for Courtesy Category.